

Sample Letter B: Prior civil service status with break in service

<DATE>

<NAME>

<ADDRESS>

Dear <MR./MRS.>,

This letter outlines the options available to you at the termination of your exempt appointment. Although you had a prior permanent civil service appointment, you do not have a mandatory right of return to civil service due to your break in service. However, you do have permissive reinstatement rights under the provisions of Government Code (GC) section 19140 as outlined below.

GC section 19140 allows permissive reinstatement for certain individuals who have prior probationary or permanent status. An eligible person may reinstate to their former classification at any department, to a lower classification in the same series, or to another classification to which the employee could transfer or demote. You previously gained permanent status in the <CLASS TITLE> classification and you may choose to pursue opportunities under this provision.

Additionally, you have eligibility to take career executive assignment (CEA) examinations. GC section 18546 permits applicants without current permanent civil service status to apply for CEA examinations.

If you have any questions concerning the information provided in this letter, you may contact <PERSONNEL OFFICER or CHIEF OF ADMINISTRATION>, at <PHONE NUMBER>.

Sincerely,

<EXECUTIVE OFFICER or DEPARTMENT DIRECTOR>